




TEXAS DEPARTMENT OF HEALTH
AUSTIN, TEXAS
INTER-OFFICE MEMORANDUM

TO: Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Herman Horn, Chief, Bureau of Regional/Local Health Operations

FROM:  Gerry Cannaday, Chief
Bureau of Nutrition Services

DATE: September 27, 2000

SUBJECT: End of Year Outstanding Obligations

This is to remind you that per WIC Policy Number AC: 01.1, Subject: Reimbursement of Allowable WIC Expenses, you are required to provide the State Agency with a separate list of all outstanding obligations for the WIC Program as of September 30th. This list should consist of all items of expense that have been incurred but not yet liquidated as of September 30, 2000. In addition, if your project was granted discretionary funds, your WIC list should also include items of expenses still outstanding, which were approved and funded under this initiative. **Your list is due back in this office by October 31, 2000.**

Please be advised that all outstanding obligations for FYOO must be liquidated in sufficient time for your financial office to be able to submit a supplemental voucher to arrive at this office no later than December 15, 2000. It is essential that your claims arrive by the stated date in order for the State Office to meet the deadline for fiscal year closeout imposed by the United States Department of Agriculture (USDA). Claims received after the December 15, 2000-deadline **will not** be considered for payment.

Please provide a copy of this correspondence to your financial officer so that she/he will be aware of this requirement. Should you have any questions concerning this matter, please feel free to contact Joe Serrano, Accountant VI, or Clara Jackson, Accountant V, at (512) 458-7444.